

Randolph Township Trustees Organizational Meeting Thursday, January 2, 2014

Chairman Roger Klodt opened the meeting with the pledge at 7:00 a.m. Present: Trustees Roger Klodt, Mike Lang, Sue White, Fiscal Officer Mary Rodenbucher, D. Kolasky, L. Klodt, Mike Lang Jr.

Officials and Meeting:

Mary asked for nominations for Chairman. Roger nominated Susan White. Mike seconded.
RCV: Mike – yes; Sue – yes; Roger – yes;

Mary asked for nominations for Vice Chairman. Roger nominated Mike Lang. Sue seconded.
RCV: Mike – yes; Sue – yes; Roger – yes.

Mary asked for the setting of meetings for 2014. Mike moved to hold the meetings on the second and fourth Thursdays of the month at 7:00 p.m. in the Town Hall with the following exceptions: July 24 time change from 7 p.m. to 7 a.m.; November 27 rescheduled to November 26 at 7 a.m.; December 25 rescheduled to December 24 at 7:00 a.m. for payroll only at the Administration Building; year-end meeting December 31 at 7:00 a.m. Sue seconded. Discussion: Roger requested to change the February 6 meeting from 7:00 p.m. to 7:00 a.m. (this request was added to the list above) There was discussion about the conflict with the Waterloo School Board meeting on the first Thursday. Sue commented that she and Mary attend School Board functions if they are available. Mike feels the crowd does not change whether the meeting is in the morning or evening. Roger and Mike feel we should keep the schedule the same. RCV: Mike – yes; Sue – yes; Roger – yes.

Department Assignments: Sue moved to have the following department assignments:

White: Zoning, Regional Planning, Parks, Cable, Community Betterment

Lang: Road, Cemetery, Buildings, Machinery, and Equipment

Klodt: Fire, EMS, Health Board

Roger seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Officials Pay, Investments, Travel, Records, Audit, and Outside Counsel

Sue moved to pay the elected officials by salary according to state guidelines; Investment Officers to be Fiscal Officer and Chairman; pay registration fee and mileage for outside travel; Records Commission is the three Trustees and Fiscal Officer; Audit Committee is the three Trustees, Fiscal Officer, and D. Kolasky; Retain outside counsel as needed. Mike seconded. Roger seconded.
RCV: Mike – yes; Sue – yes; Roger – yes.

Park Advisory Committee: Sue moved to retain Janice Adelman, Nancy Breidmeier, and Carol Kline to the Park Advisory Committee. Roger seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Roads: Sue moved to appoint Larry Klodt as Road Supervisor at \$21.20 per hour. Mike seconded.
RCV: Mike – yes; Sue – yes; Roger – abstain.

Sue moved to appoint Tim Pfile as Assistant Road Supervisor at 20.60 per hour; appoint Road Department employee Bruce Wagner at \$16.50 per hour; hire extra help at current minimum wage per hour when needed up to 20 hours per week; improve roads by force account if the cost can be kept under \$25,000 per mile by township employees; charge \$5.00 per foot beyond the 30-foot length of culvert plus the cost of the pipe and stone billed to the resident. Mike seconded. Discussion: Mike asked Larry if the culvert fees are in line. Larry stated there is no problem with the charge.
RCV: Mike – yes; Sue – yes; Roger – yes.

Zoning: Sue moved to appoint Dan Kolasky as Administrative Assistant with a salary of \$37,500 per year. Duties to include Administrative Assistant to the Board of Trustees, Zoning Inspector, JMV inspector, animal control contact, secretary to all Zoning Boards, Assistant to department heads at the direction of the trustees, general purchasing at the direction of the trustees, hall rental and use coordinator, general hall maintenance, park and property use and inspection contact at the direction of the trustees, website construction, newsletter editor, Community Business and Township Roundtable

Facilitator, all other functions as required at the direction of the trustees. Mike seconded.

RCV: Mike – yes; Sue – yes; Roger – yes

Sue moved to pay the zoning board members \$20 per meeting up to 18 meetings per year. Roger seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Fire/EMS: Sue moved to retain Mike Lang Jr. as Fire Chief with a salary of \$1,300 per month. Roger seconded. RCV: Mike – abstain; Sue – yes; Roger – yes.

Sue moved to appoint RFD full-time employees Diane Bunker at \$18.85 per hour and Matt Winters at \$16.48 per hour; pay part-time employees \$11.00 - \$12.00 per hour based on certification. Roger seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Sue moved to appoint fire inspectors Mike Lang Jr., Diane Bunker, Nick Reynolds, Matt Winters, and TJ Ganoe. Roger seconded. RCV: Mike – abstain; Sue – yes; Roger – yes.

Sue moved to appoint the following officers: Assistant Fire Chief Diane Bunker, Captain Ryan Hall, Captain Jasen Bryan, and Captain Adam Lang. Roger seconded.
RCV: Mike – abstain; Sue – yes; Roger – yes;

Building Rentals: Sue moved to set the rental rate for the SC/CC/TH to \$100 for residents and \$150 for non-residents with civic groups, not-for-profits, and funerals free; scheduling with Dan Kolasky. Roger seconded. Discussion: Mike feels the rate should be increased by \$25. Roger commented that we have this discussion every year. Mike feels the expenses for the upkeep of the SC/CC/TH keep increasing without any increase in revenue. Mike commented that it would be difficult to find a place to rent, sometimes on short notice, at this price. Sue reported on a complaint she received about a senior citizen group being charged use of the building. The resident felt it should be free for this particular senior citizen group. Dan commented that the issue was the group was making money off the band that playing for the group. Dan reported that the rental have dropped off but he is not sure why. Dan stated that some people have already reserved the hall for the year and asked what he should do. Mike thought the increased rate should not affect those who have it scheduled for January and February. The increase will apply to all reservations after March 1. Roger stated that we have to do something especially with the General Fund revenue decreasing. Larry stated that he feels the building is on borrowed time as it is a pole barn. Roger feels the township civic groups do quite a bit for the community and does not feel they should be charged. Sue commented that the Lions Club has additional money and are looking for a place to put it. Mike asked Dan to come up with a definition for those not being charged for the next meeting. Sue amended her motion to set the rental rate for the SC/CC/TH at \$125 for residents and \$175 for non-residents with civic groups, not-for-profits, and funerals free; scheduling with Dan Kolasky. Roger seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Sue moved to retain Donna Yoder as cleaning personnel for \$150 per week. Roger seconded.

RCV: Mike – yes; Sue – yes; Roger – yes.

Cemetery Fees: Sue moved to allow four (4) graves per family at \$200 each for residents and \$400 each for non-residents; permit residents with honorable military discharge certificate to receive one free grave for their own use; charge for cremation on weekdays \$100 and weekends/holidays \$150; interment on weekdays \$300 and weekends/holidays \$500; infant burials weekdays \$150 and weekends/holidays \$200; disinterment \$500 and re-interment \$300; permit one interment and one cremation or four cremations on one lot; foundations at \$60 per square foot. Roger seconded.

RCV: Mike – yes; Sue – yes; Roger – yes.

Zoning Fees: Sue moved set the following zoning fees – Single dwelling - \$200; duplex - \$250; driveway - \$50; oil and gas drive - \$800; conditional permits and variances - \$150; road boring - \$500; rezoning - \$200; storage shed, swimming pool, hot tub, garage, signs, lot splits - \$25; residential addition or deck - \$50; commercial/industrial building or addition - \$75 plus \$.01 per square foot to maximum of \$225; multi-family site plan review - \$225; zoning books - \$20; zoning CD - \$5; \$.25 per page copies; land use books - \$56; all available in seven (7) working days if possible. Mike seconded. Discussion: Mike asked Dan if the fees were good. Dan commented that he thought the fee for the conditional permits and variances was \$200. Mary stated that these were the fees used last year. There was discussion about the fees for conditional permits and variances and rezoning. Sue amended her motion to increase the fee for conditional permits and variances to \$200 (change included in the fees above). Mike seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Employee Benefits: Sue moved to set the following benefits:

- * Permit seven (7) sick days per year, non-accumulative;
- * Vacation for new hires after January 5, 2009 – 5 days after one year; 10 days after two years; 15 days after 10 years.
- * Current full-time employees (Larry Klodt, Tim Pfile, Dan Kolasky, and Diane Bunker) are entitled to the following vacation benefit -15 days after 8 years; 20 days after 15 years; and 25 days after 25 years. Permit one week carry over per year or cash out at year end.
- * Holidays – New Year's Day, MLK Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas.
Holidays are to be taken as scheduled unless approved by trustees prior to the day.

Mike seconded. Discussion: Mike would like to keep it as is but add that if they want to cash out unused vacation that they give a 30 – 60 notice. There was discussion about various ways to possibly pay. Chief Lang requested to retain the cash-out benefit since there are no other large benefits like full-time departments. Chief Lang felt the handbook needs to be updated to reflect changes to the fire department staffing. Mike asked Chief Lang and Larry to review the handbook and make recommendations. Sue amended her motion to keep the employee benefits the same as last year. Mike seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Sue moved to appoint Mark Wise and Kevin Steiner to the Randolph Township Volunteer Fire Department Indemnity Board. Roger seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Sue moved to dispose of unneeded township equipment by internet auction as an option. Roger seconded. Mike seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

2013 Projects:

Gazebo or shelter at School Park
West Cemetery improvements (trees, plantings, chapel)
Town Center Improvements (Town Hall and Library painting)
Sidewalk replacement
Permanent Restrooms at School Park
Administration Building and Town Center parking lot improvements

Sue so moved to include the above projects in the 2014 budget if funds are available. Mike seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Fiscal Officer Business

Mary presented the year end balances. She requested a motion to set temporary appropriations in the amount of \$184,831.94 for 2014.

1000 General	\$ 7,333.20
2011 MVL	676.19
2021 Gasoline Tax	14,179.10
2031 Road and Bridge	62,638.02
92041 Cemetery	7,112.71
2111 Fire	53,539.12
2181 Zoning	1,629.65
2191 EMT/Ambulance	17,632.12
2231 Permissive MVL	6,604.18
3105 General (bond) Retirement	6,720.21
4402 Public Works Commission	.00
9001 Aluminum Can Recycling	.00
9751 Private-Purpose Trust	6,767.44
Total	\$184,831.94

Sue so moved. Roger seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Mary stated that it is working well with the current schedule and would like to continue having the time cards and bills turned in by noon on the Monday before the meeting. She stated that it is imperative that she receive this information to allow proper time for processing the warrants.

There was discussion about the payroll and possibly changing it. Mary explained that changing the payroll schedule requires changing the meeting schedule as the warrants need to be approved in a meeting. Mary stated that there are four three-week pay periods during the year. An issue came up with the meeting being changed in December for another three-week period. This has been addressed for the new year.

With no further business, the meeting adjourned at 7:36 a.m.


Susan White, Chairman


Mary A. Rodenbucher, Fiscal Officer